

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

COMMUNICATIONS TECHNICIAN

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Communications Technician is the second level in a three level Information Technology Communications Support series. Incumbents are responsible for performing journey level installation, maintenance, and repair of electronic communications equipment.

The Communications Technician is distinguished from the Electronic Equipment Installer by its responsibility for performing complex telecommunication repair activities. The Communications Technician is distinguished from the Senior Communications Technician, which has responsibility for providing lead direction within specific assignments by the supervisor, overseeing the work of subordinates, training, and performing administrative tasks in the absence of the supervisor

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

1.	Installs, repairs, and maintains cell phones, portable and mobile radio transceivers, receivers, transmitters, base stations, and microwave and multiplex transmission systems used in City service.	Daily 25%
2.	Installs, repairs, and maintains various types of electronic equipment such as scanning receivers, electronic sirens, radar equipment, sound reinforcement systems, video display terminals, telephone equipment, and assorted electronic equipment.	Daily 25%
3.	Operates a variety of electronic test and sound reinforcement equipment.	Daily 10%
4.	Maintains a variety of records, including work orders, schematics, and other related documents.	Daily 10%
5.	Installs and maintains antennas, transmission lines, and related components on vehicles, towers, poles, buildings, and other structures.	Weekly 10%
6.	Performs radio frequency emission inspections in accordance with Federal Communication Commission (FCC) regulations and prepares related reports.	Monthly 10%
7.	Designs and fabricates simple electronic circuits.	Monthly 10%

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8.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- High School Diploma, or GED, and two years of directly related experience are required;
OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Based upon assignment, an Associate's Degree in a related field or completion of a formal training program is required.

Licensing Requirements (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class C License
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desired

Knowledge (position requirements at entry):

Knowledge of:

- Electronic principles;
- FCC regulations governing voice radio and telephone communications;
- Safe work practices and procedures;
- Electronic telecommunications or radio principles.

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Skills (position requirements at entry):

Skill in:

- Installing, repairing, and maintaining a variety of electronic equipment
- Operating a variety of electronic test and sound reinforcement equipment
- Preparing and maintaining operational records
- Designing and fabricating simple electronic circuits
- Installing mounting brackets
- Measuring distances and surfaces
- Using and caring for common hand and power tools
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, and crouching.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to electrical hazards, extreme temperatures, and work space restrictions

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

Date: 5/2008